

**Concord Middle School Building Committee**  
**Meeting Minutes**  
**September 19, 2019**

**PRESENT:** Susan Bates, Court Booth, Heather Bout, Justin Cameron, Frank Cannon, Stephen Crane, Dawn Guarriello, Jon Harris, Russ Hughes, Timothy Hult, Laurie Hunter, Pat Nelson, Charlie Parker, Chris Popov, Matthew Root, Jared Stanton, Kate Hanley

**ABSENT:** N/A

**PRESENT FROM HILL INTERNATIONAL:** Mike Carroll, Project Director; Andy Vo, Sr. Project Manager, Julie Leduc, Assistant Project Manager

**Call to Order**

Mr. Hult called the meeting to order at 7:31 AM in Conference Room 4, Ripley Building. This meeting was not video recorded in its entirety due to a miscommunication with the Audio/Visual company.

**Approval of Minutes**

Mr. Hult announced the backlog of minutes that need to be approved:

- 7/11/19 School Building Committee Meeting Minutes
- 8/8/19 School Building Committee Meeting Minutes
- 8/18/19 School Building Committee Meeting Minutes
- 9/5/19 School Building Committee Meeting Minutes
- 8/6/19 Subcommittee Meeting Minutes
- 8/14/19 Subcommittee Meeting Minutes
- 8/29/19 Finance Subcommittee Meeting Minutes

Mr. Hult questioned if anyone had a change to the minutes. No change was made to the minutes. Motion to approve meeting minutes was made by Frank Cannon and seconded by Chris Popov. Motion was approved by a unanimous vote.

**Project Schedule**

Mr. Carroll provided an overview of 2 possible schedule scenarios, the current schedule, which was based on the information in the OPM RFP and a fast track option based on a fall 2022 occupancy.

The original schedule had been adjusted to take into account 45 days between town meeting and a town vote. This would have a project completion date of October 2023. The town meeting would be held in November 2020 and the town vote in December 2020.

The fast track schedule was created to evaluate the possibility of occupying the school in September 2022. The fast track schedule would adjust the durations for the design. One way this is would be done is by

reducing the Feasibility Study duration, based on the understanding that the Town has already had a first pass at Feasibility. Time can be saved by reducing the Feasibility/Schematic Design time period from 10.25 months to roughly 5.5 months. The town meeting would be held in June 2020 and the vote in August 2020. The construction duration did not change in either scenario.

Mr. Carroll explained to the committee that by not having to adhere to the MSBA process that Concord Middle School project could potentially move faster, with timely decisions. There was a discussion on construction costs and escalation, as well as the benefits to the town of getting out of the current building configuration sooner. Mr. Cameron discussed the difficulties associated with the Modular units at Sanborn. It was noted there was a fine line between acceleration to be efficient and acceleration which could come at a premium, and that this could be part of the discussions with the proposed design teams.

A third schedule option was noted as a possibility. This option could allow for a move between September 2022 and September 2023. All 3 options will remain open for discussion and considered going forward. To that end the Designer RFS will request schedules for each designer and will currently show the FS/SD portion of the design occurring between November 2019 & May 2020.

### **Discuss Designer RFS**

Mr. Carroll informed the board that the goal is to approve the schedule today to move forward and the advertisement can be placed in the Central Register today allowing for the RFS to be available starting Wednesday, September 25, 2019. The town will have a designer site visit on October 3, 2019. This is consistent with the proposed schedule allowing the Town to have a design team onboard by the middle of November 2019.

It was noted that Designer's contract was being finalized between the Town and Hill, and that this may be issued as an addendum to the base RFS. There were other discussions on sections of the RFP including sustainability goals, indoor air quality, adding details requesting designer input on the schedule, the scoring matrix, confirming the projected enrollment and submittal requirement.

Mr. Hult entertains a motion to approve the changes to the RFS and authorize Hill International to move forward with issuing the updated document. Motion was made by Chris Popov, and seconded by Pat Nelson. The Vote passed unanimously.

### **Project Charter**

Mr. Carroll referred to the sample Charter prepared by Hill in the distributed packet, noting that, there are the specific items that should be used as guiding principles and scope. It is usually a high level one page document that can be referred to throughout the project. This document can be changed as the project moves forward, but only by bringing it back to the group. Furthermore this document cannot be finalized until the designer is part of the group, and has provided insight to the team. It was noted that the committee should come to the next meeting prepared to discuss items to be incorporated into the Charter. There was a question about the previous version provided, and Hill explained that the previous version of the Charter was for reference only.

## **Correspondence**

A letter received from a group of citizens that are concerned about the children's use of wireless devices and a direct network plan. Mr. Hult acknowledges the receipt of the letter and will address later in the project during safety and technology.

Ms. Guerrillo stated she received an email from Josh Virgil regarding comments about the RFS language referring to the site and building. She explains that the RFS refers to the project or facility as in reference to sustainability and budget.

## **Announcements**

Charlie Parker has been added to the Sustainability Subcommittee.

Matt Root will take a lead role in the Sustainability Subcommittee.

Court Booth will be taking a lead role in the Designer Selection Subcommittee.

Pat Nelson and Heather Bout will be taking the leadership in the Communication Group.

Joel Gagne will be volunteering for the Communications Communication Group.

## **Public Comments**

Brian Foulds 33 Riverdale suggested that there be higher scoring for the personnel on being capable for meeting the Zero Net Building on the score card. Mr. Hult deferred to Mr. Root and Mr. Parker. Mr. Root stated that the scorecard is just to weed out the designers. He also stated that he will look at the scorecard through his sustainability lens. Ms. Guerrillo confirmed that sustainability is stated clearly in the RFS.

Janet Miller 1647 Main Street questioned about heat recovery in the HVAC system. Mr. Root stated he doesn't want to mandate specific technology in the RFS. Ms. Guerrillo stated that her experience is that most if not all buildings being designed now have heat recovery. That said, getting that specific on an item is not what you typically see at the RFS level.

## **Adjournment**

Mr. Hult requested a motion to Adjourn. Dawn Guarriello made the motion, Pat Nelson seconded the motion. The motion carried unanimously.

For additional details and information on this meeting, please refer to the link below.

<https://www.youtube.com/watch?v=0oeZF-vdjyA>

Approved 10.31.19